



CITY OF MORGAN HILL

17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

**DRAFT**  
**LIBRARY COMMISSION**  
**After Action**

**JULY 11, 2005**

---

---

**Morgan Hill Civic Center**

Council Chambers  
17555 Peak Avenue

**LIBRARY COMMISSION**

Chair	Einer Anderson
Vice-Chair	Charles Cameron
Commissioner	Chuck Dillmann
Commissioner	Jeanne Gregg
Commissioner	John Macchia
Commissioner	Vacant
Commissioner	Vacant

---

---

**7:00 P.M.**

**CALL TO ORDER**

Chair Anderson called the meeting to order

**ROLL CALL ATTENDANCE**

Absences: Commissioner Macchia

**DECLARATION OF POSTING THE AGENDA**

Per Government Code 54954.2

**PLEDGE**

Pledge was led by Chair Anderson

**PUBLIC COMMENT**

Staff Balagso introduced Melissa Stevenson Dile, Acting Recreation & Community Services Manager to the Commission

---

## **1. COUNTY LIBRARY REPORT**

**County Librarian Cervantes**

County Librarian Melinda Cervantes reported the JPA met on June 9th and approved the FY2005-2006 Recommended Library Budget of \$30.8 million including funds from the Technology Reserve for a new telephone system and book sortation system for 4 libraries. Since the passage of Measure A in May, \$5.4 million has been restored to the budget for books and hours.

Recruitments are underway for nearly 40 librarian, clerk and page positions. The Library and the County Employee Services Agency will coordinate interviews throughout the summer with new hires beginning in late August or early September.

A pilot program was conducted in April and May at the Alum Rock Library for a time management system for Internet computers. Four additional installations have been completed: Milpitas, Saratoga, Cupertino and Campbell with the 4 final libraries going live by the end of August. Library patrons will have up to 1-2 hours per day to use the Internet computers during one or more sessions. A 5-minute advance notification appears warning logged-in patrons their time is about to expire. The use of this system will free staff to assist patrons with reference questions and other services, while providing equal access to the Internet, databases and catalogues. All libraries will have at least one express computer for accessing the catalogue.

In August, the Library will offer downloadable audio books from Recorded Books, a NetLibrary service. Selections will be primarily fiction with some non-fiction resources. Earlier this year, the Library introduced Tumblebooks – eBooks for Kids, Safari Tech eBooks and Heritage Quest Online eBooks.

## **2. MORGAN HILL LIBRARY REPORT**

**Community Librarian Macek**

Ms. Macek reported the new Morgan Hill Library groundbreaking is scheduled for March 13, 2006.

Items reviewed at the last Building Team meeting included the number of parking spaces (103 plus street parking), delivery entrance at back of the building, monument sign on the street, Friends' fundraising and the location of the book-drop. Future meetings are scheduled for August 1, August 18, and every third Thursday from then on.

Circulation in May was down 14% from May 2004, along with a reduction in open hours of 14%. In addition to the reduction in hours, the holds fee has impacted circulation since there is less than half the number of holds on the shelves compared to when there was no holds fee. The Library is considering whether or not to ask the JPA to eliminate the holds fee at their next meeting in October.

Gate Count: the number of people visiting the building in May was the same as last year, despite the reduced hours.

Library Card Holders: There was a slight increase of 5% in the number of people who applied for new library cards.

The percentage of Morgan Hill residents who have library cards is 48%.

Program and Activities:

The Summer Reading Club has 728 children, 90 teens and 101 adults enrolled in the program.

The Library staff participated in the July 4<sup>th</sup> Parade.

Special programs in June included Dan Chan the Magic Man and the Wildlife Associates program about rainforest animals. These programs drew 500 attendees.

---

**3. FRIENDS OF THE LIBRARY**

President Carol O'Hare

Ms. O'Hare reported the FOL received an \$850 grant from the Juris Family Foundation. The grant award will be used to support the Summer Reading Program and the Book Mobile. The recent book sale was successful. Four bags of books were sent to the Boys Ranch.

The FOL will hold a fundraising meeting on July 20<sup>th</sup>. The meeting is open to the public. The meeting will focus on development of ideas to raise money for the library. Chair Anderson and Vice-Chair Cameron will attend.

**4. LEGISLATIVE COMMITTEE**

Commissioner Dillmann

Mr. Dillmann reported the legislature has been quiet except for issues relating to Governor Schwarzenegger's Special Election.

**5. CONSENT CALENDAR**

**APPROVAL OF MEETING MINUTES OF JUNE 13, 2005**

Commissioner Dillmann motioned to approve the minutes as presented. Vice-Chair Cameron seconded the motion. Motion approved (4:0).

**BUSINESS**

**6. STATUS OF COMMISSION MEMBERSHIP**

**Recommended Action: Information Item.** Chair Anderson will provide a report on recent changes to the Commission membership.

Chair Anderson announced Bert Berson submitted his resignation to the Library Commission. Mr. Anderson commended Mr. Berson on his hard work and dedication to the Library as a Commissioner. He also recognized him for his work as the local committee chair for the Measure A and B election

**7. ETHICS POLICY**

**Recommended Action: Action Item.** Continued from June 13, the Commission will provide comments regarding the City's Ethics Policy.

The Commission had no comments to forward to the City Council. Vice Chair Cameron submitted his comments prior to the July 11<sup>th</sup> meeting. Mr. Cameron suggested the addition of "recommendation of removal from office" to Section 4 - Accountability.

**8. COMMISSION WORK PLAN & REPORT FROM SUB-COMMITTEE**

**Recommended Action: Information Item.** The Commission will discuss Work Plan items and Sub-Committee members working on arts and culture issues will provide report.

Commissioner Gregg distributed a report regarding issues discussed at the June Arts Alliance meeting (see attachment A.) The Arts Alliance feels a formal arts policy and procedure for approval and acceptance of public art is premature. Ms. Gregg stated due to the complexity of the development of a viable art policy she prefers not to serve on a policy committee regarding public art. She added the Arts Alliance is working on several projects and has a system in place for identification of projects and funding. A member of the Commission will continue to attend meetings of the Arts Alliance to ensure communication continues between the two bodies.

Community Librarian Macek stated the Library Commission serves as a vehicle for communication between the Library, JPA and the community. She feels this is a very important service the Commission provides.

Community Librarian Cervantes stated the Commission could also be highly effective working on legislative issues and through participation in the Library's Legislation Day in Sacramento.

It was suggested the Work Plan be altered to reflect the Commission's role as a vehicle for communication with the community rather than in a supportive role for Library staff. Staff Balagso will make suggested changes to the Work Plan and distribute to the Commission for comment.

Chair Anderson suggested the development of a strategic plan for communication with the public and incorporation of arts and culture in the Commission.

Commissioner Gregg withdrew from the Library, Arts and Culture Sub-Committee. Commissioner Dillmann will serve on the committee with Commissioner Macchia.

**9. REPORT FROM FUNDRAISING COMMITTEE**

**Recommended Action: Information Item.** The Fundraising Committee will provide a status report.

Chair Anderson stated the Power Point presentation on fundraising will be presented to the Morgan Hill Rotary prior to the City Council.

Mr. Anderson stated he hopes the fundraising efforts by the FOL and the Commission will not duplicate efforts. He plans to attend the FOL fundraising meeting on July 20<sup>th</sup>.

**10. SPECIAL MEETING ON LIBRARY DESIGN MONDAY, AUGUST 1, 2005**

**Recommended Action: Action Item.** The Commission will vote to approve a special meeting to be held on August 1 to review library design and provide comments to City Council.

Commissioner Dillmann motioned to hold a special meeting on August 1<sup>st</sup>. Vice Chair Cameron seconded the meeting. The meeting will serve as the Commission's regular monthly meeting. Motion approved (4:0)

**11. REQUESTS FOR FUTURE ITEMS**

Possibility of changing meeting night to accommodate Morgan Hill Branch Library staff  
Work Plan  
Fundraising  
Library Design  
Update on Recruitment

**12. ANNOUNCEMENTS**

None

**13. ADJOURNMENT** to next monthly meeting on August 1 at 7:p.m. in Council Chambers  
Commissioner Cameron motioned to adjourn the meeting. Commissioner Dillmann seconded the motion. Motion approved (4:0).